

**\*\*AMENDED – 18 & 26 MAY & 24 JUN 2004\*\***

**NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 267-2783; DSN 853-2783**

**WEBSITE: [www.az.ngb.army.mil/hro](http://www.az.ngb.army.mil/hro)**

**EXCEPTED**

**TECHNICIAN VACANCY ANNOUNCEMENT**

---

**ANNOUNCEMENT NUMBER: 04-139T      DATE: 14 MAY 2004      CLOSING DATE: 14 JUL 2004**

---

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**MATERIALS HANDLER, WG-6907-06, TC08523000, 3 POSITIONS**

---

<b>APPOINTMENT FACTORS:</b>	<b>OFFICER ( )</b>	<b>WARRANT OFFICER ( )</b>	<b>ENLISTED ( X )</b>
-----------------------------	--------------------	----------------------------	-----------------------

---

<b>SALARY RANGE:</b> <b>\$15.11 - \$17.62 PH</b>	<b>SUPERVISORY ( )</b>	<b>MANAGERIAL ( )</b>
	<b>NON-SUPERVISORY/NON-MANAGERIAL ( X )</b>	

---

**LOCATION OF POSITION:**

**162<sup>nd</sup> FIGHTER WING, TUCSON, ARIZONA**

---

**AREA OF CONSIDERATION:** This position is in the Federal/Excepted Civil Service and is **open to current members of the 162<sup>nd</sup> Fighter Wing**. Individual selected will receive an **Indefinite appointment** and may be converted to **Permanent status based on the availability of unit vacancies/funding**. **If a Permanent technician is selected, they will remain in that status.** Acceptance of an Excepted Position will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds not authorized.**

**NOTE: This position is in support of the United Arab Emirates (UAE)/Block 60 program.**

**NOTE: Must possess a valid Arizona State Driver's license and have the ability to obtain a Government Motor Vehicle Operators license.**

**NOTE: This position is subject to rotating and night shift work.**

**NOTE: Placement in this position will not occur until funding is received.**

---

**NATIONAL GUARD REQUIREMENTS:** Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona ( AIR ) National Guard ( 162<sup>nd</sup> FW ), qualify for and be placed in the following compatible AFSC/MOS/AOC: 2SXXX

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**KNOWN PROMOTION POTENTIAL: NONE**

---

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Working knowledge of the Air Supply Systems to include physical receipt, storage, issues, and turn in procedures.
2. Knowledge of the organization of the Air National Guard of AZ and organizational function of the employing activity/unit.
3. Ability to operate general warehouse fork-lifts to 6,000 pounds and trucks to 5 tons.
4. Ability to interpret and evaluate warehousing and storage procedures and take necessary preventive measures to prevent recurrence of like discrepancies.
5. Ability to identify material such as automotive parts, accessories, radios, electronic items and other equipment and supplies furnished by Defense Supply Agencies, Army Depots and other Federal agencies.
6. Ability to determine identification and condition of material by visual observation.
7. Working knowledge of automated stock control procedures to process accounting transactions through the automated stock control system.
8. Working knowledge of the interface inputs and outputs between warehouse and Unisys 2200 Computer System (SBSS).
9. Ability to meet and deal effectively and courteously with superiors, co-workers, units, activities, depots, and public.
10. Ability to lift objects weighing up to 70 pounds.

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

---

**SPECIALIZED EXPERIENCE:** Must have 18 months extensive experience in receiving, packaging and preparation for shipment, compilation of reports, and overall warehousing procedures; experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc.; experience performing inventory and inspections to determine serviceability of stocked items. Experience in interpreting and applying written instructions, reference materials, publications, and manuals.

**BRIEF JOB DESCRIPTION:** This position is located in the Materiel Storage and Distribution Branch of the Base Supply function at an ANG Wing/Group Flying Activity. The purpose of the position is to inspect a wide variety of supply and equipment items to determine condition, security classification, status, identification, proper marking, tagging and TCTO compliance; maintain an aggressive surveillance inspection program for items in stock; identify requirements for items in stock locations; and receive, store, issue and prepare for shipment various parts and materiel. Receives and processes incoming shipments for parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages, and obvious damage. Prepares statements detailing shortages or damage. Stores all in-warehouse supply and equipment items. Selects items to be issued and moves them to the delivery area. Inspects all classes of property for which the Chief of Supply has responsibility and/or accountability, including weapons, munitions, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products; machines and communication equipment. Monitors material suspect program to eliminate possible hazards or substandard material. Identifies incomplete items. Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Assists in providing bench stock support to customer organizations.

**SELECTING SUPERVISOR:** Capt DARRYL DARNELL